



OFFICE OF THE
WATER DEPARTMENT
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Water Commission Minutes
Wednesday, March 2, 2022

Approved: 4/6/22

John O'Brien called the meeting to order at 6:00 pm
Other member(s) present: Mat Morton
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level
In attendance: Matt Naughton, Advisory Board

Reviewed & Signed:

- All Bills Outstanding Since Last Meeting
- All Payroll Outstanding Since Last Meeting

Department Operations Update

Mr. O'Brien turned to reports that need to be done. SWSS usually did them for us, and it appears that they will need to be done by Pepperell. Mr. Morton asked if this is something that they can just shift to Pepperell. Mr. O'Brien felt that if it was due during SWSS's tenure they should be the ones to do it as they billed us. He then turned to the accounts asking several questions regarding account balances. Mr. Voelker answered to the best of his knowledge but suggested a few follow up questions to Ms. Bresnick. Mr. O'Brien then noted some mail which appears to be from the Commonwealth relating to reports. We will need to settle that matter. There was then some discussion relating news from Planning Board regarding pending application by a property owner in the Town Center District. Mr. O'Brien asked several questions about the process which Mr. Voelker answered. The process is done via a special permit from the Planning Board. The pending matter involves a property owner in town who would like to convert his barn into retail/commercial space on the floor and two apartments on top. Whether this passes the Planning Board is unknown at this time.

Town of Pepperell Water Operator Services Review

We are finally officially under Pepperell's umbrella Mr. O'Brien reported. He then went over some of the new procedures being implemented for alarms and other issues. Mr. Morton reported to that end that Pepperell's Water Division even had a response where the operator stopped by his home after seeing him in his yard and reported to him on why he'd been called out. Discussion then shifted to whether the department should pursue the option of in house again. Mr. O'Brien felt that unwise. Pepperell has expanded its capacity so as to assist Dunstable. What we are paying them is the same base price, but more is included. We should therefore see savings. This prompted discussion about a rate hearing. It was agreed that should wait until May and closer to Annual Town Meeting. This puts it at about a year since the last hearing and would likely be prudent as it would give us time as well to further assess Pepperell's work. Mr. Voelker then brought up the question of switching billing from semiannual to quarterly. A number of ratepayers have inquired about the idea and whether it will be implemented now that Pepperell is managing our system. Mr. O'Brien reiterated the position of the Commission on the question saying that at this stage of the relationship it would likely be imprudent to ask Pepperell to increase the work. Quarterly billing would necessitate

doubling of the meter reading among other related tasks. He did not want to spook Pepperell, particularly since they still have not signed a formal inter-municipal agreement with Dunstable. That said, he was open to revisiting the question later in the calendar year, perhaps around the same time a potential rate hearing could be held.

Next Meeting/Regular Meetings

The next meeting is expected to be scheduled for the end of March or start of April. The Commission noting that there are five Wednesdays in March felt it possible to schedule a meeting for March 30. Failing that it was agreed it would be prudent to call one for April 6.

Authorization of Accounts Payable & Payroll

The Commission considered and signed off on all of its outstanding bills. The Commission then reviewed and approved payment of the bills and also signed all outstanding department payroll. Mr. O'Brien then briefly reported on all bills he'd reviewed and approved since the last meeting in his capacity as chair. He noted these are the usual ones, utilities, alarm, and the like.

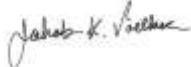
Minutes

The Commission considered the minutes from its meeting held on February 2, 2022. Seeing no reason to modify the minutes the Commission determined to accept the minute.

A motion was made by Mr. O'Brien to approve the minutes of February 2, 2022 as written. The motion was seconded by Mr. O'Brien and passed by majority vote.

A motion to adjourn was made by Mr. O'Brien at 6:39 pm. The motion was seconded by Mr. Morton and passed by majority vote.

Respectfully submitted by



Jakob K. Voelker
Administrative Assistant, Dunstable Water Department